Sexual Misconduct Reporting Process

Report of Possible Sexual Misconduct
(from any student, staff, faculty member, or third party)
Reports may go to Title IX Coordinator, URPD, or both

Notice to Title IX Coordinator
If Complainant wants to make police report, notify URPD
If Complainant does not want to make police report, but incident involves a criminal offense, Title IX Coordinator reports to URPD without using names

To Title IX Coordinator

Title IX Response to Report:
• Coordinator meets with Complainant
• Considers any request for confidentiality
• Begins investigation, interviews Complainant, Respondent, Witnesses
• Evaluates need for any remedial measures (e.g., no contact order, change in housing assignment, etc.)
• Assesses whether incident should be referred to Conduct Officer

Sufficient information to refer to Conduct Officer for review of possible conduct charge

To Conduct Officer

Conduct Officer Response:
• Review Title IX investigation
• Follow up with Coordinators as necessary
• Conduct additional investigation, as necessary
• Determine whether Respondent should be charged with violation of the Standards of Student Conduct

Insufficient evidence to move forward — case closed, but may be reopened if additional information becomes available

Conduct Officer determines no charge is warranted — conduct file closed, but may be reopened if new evidence is presented

Respondent charged with violation of Standards of Student Conduct

Preliminary Hearing with Conduct Officer — Respondent can accept responsibility and sanctions or seek hearing

If Respondent accepts responsibility and sanctions, conduct case is closed

University Hearing Board Hearing:
• Complainant, Respondent, Conduct Officer present witnesses and evidence
• UHB determines whether Respondent is responsible
• If found responsible, UHB assigns sanctions

Appeal Process to VP Student Development — Complainant and Respondent can appeal for specified reasons, including appropriateness of sanctions

To University Police

URPD Response to Report
When Complainant Elects to Contact URPD:
• Meet with Complainant to explain process, gather information (can be with Title IX Coordinator)
• If Complainant wants to pursue criminal investigation, commence investigation
• Provide liaison with prosecutor’s office

Police investigation may lead to arrest
Prosecutor reviews investigation and works with police to prosecute
If charges filed, criminal proceedings begin

To Confidential Resource
(CAPS, SHC, Chaplain, Safe Harbor, etc.) — no report unless imminent risk of harm

Notice to Title IX Coordinator

For specific individuals filling these roles, visit richmond.edu/sexualmisconduct.